

**M e m o r a n d u m**

Date: November 10, 2009

To: Dignitary Protection Section - South  
Attention: Captain R. J. Okashima

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.015989.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 8 – 9, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 188 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total sample size of 48 items. Each OPI inventory list was stratified (c) and the results rounded to the nearest whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	55	29.26%	13.75	14
Telecommunications	90	47.87%	22.50	23
Fleet	8	4.26%	2.00	2
Weapons	35	18.62%	8.75	9
Total	188			48

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 46 of the 48 items were located. One item could not be located and one item had been transferred out of the Area by way of a CHP 266, Credit Memo – Equipment

*Safety, Service, and Security*

Dignitary Protection Section - South

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form. Additionally, three located items are being utilized by the Governor's Protection Detail Section – Area 027 and requires a CHP 266 form be completed and processed. Furthermore, seven items require additional information be placed on the OPI's inventory records (two of the seven items were also previously identified in this report as transferred items requiring a CHP 266 form be completed and processed). The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment located at the command to the OPI inventory list, all 12 of the items reconciled.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by February 10, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

  
M. C. A. SANTIAGO  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field  
Protective Services Division  
Telecommunications Section  
Office of Inspections, Audits Unit

# ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
DIGNITARY PROTECTION SOUTH - 024  
SEPTEMBER 8-9, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
CELLULAR TELEPHONE	R100206				X		CHP 266 ISSUED AND ATTACHED TO REPORT
SCANNER	R59085	X					ITEM MISSING SINCE 2003
HAND-HELD RADIO	R69585				X		USED BY 027 - CHP 266 REQUIRED
CONTROL HEAD - MOBILE	R90684			X			ADD LICENSE PLATE <span style="background-color: black; color: black;">XXXXXXXXXX</span>
CELLULAR TELEPHONE	R99877			X			ADD SERIAL NUMBER A00000074A0247
CELLULAR TELEPHONE	R99879			X			ADD SERIAL NUMBER A00000074A0B76
CELLULAR TELEPHONE	R99880			X			ADD SERIAL NUMBER A00000074A0194
CELLULAR TELEPHONE	R99916			X	X		ADD SERIAL NUMBER A000000733EB2E; USED BY 027 - CHP 266 REQUIRED
CELLULAR TELEPHONE	R99917			X	X		ADD SERIAL NUMBER A000000733E608; USED BY 027 - CHP 266 REQUIRED
CELLULAR TELEPHONE	R99918			X			ADD SERIAL NUMBER A000000733E5EA

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
DIGNITARY PROTECTION SOUTH - 024**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1	108656	TIMER REACTION ELECTRONIC HAND-HELD	X					
2	114655	SWITCH	X					
3	121657	FILE SERVER	X					
4	146501	DIGITAL CAMERA	X					
5	146509	RECORDER, DIGITAL VOICE	X					
6	149046	PRINTER	X					
7	150570	FACSIMILE MACHINE	X					
8	152898	COMPUTER	X					
9	152899	COMPUTER	X					
10	152900	COMPUTER	X					
11	152905	COMPUTER	X					
12	152909	COMPUTER	X					
13	163929	TELEVISION 40" LCD	X					
14	166133	COMPUTER	X					
<b>EQUIPMENT TO INVENTORY LIST</b>								
1	143551	PRINTER	X					
2	150009	COMPUTER	X					
3	151660	PRINTER	X					
4	152902	COMPUTER	X					
5	152903	COMPUTER	X					
6	152904	COMPUTER	X					
7	152906	COMPUTER	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
DIGNITARY PROTECTION SOUTH - 024**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>								
8	152907	COMPUTER	X					
9	160115	PRINTER	X					
10	164026	COPIER	X					
11	166133	COMPUTER	X					
12	166228	COMPUTER	X					

**LEGEND**

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# ATTACHMENT C



**CALIFORNIA HIGHWAY PATROL  
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
DIGNITARY PROTECTION SOUTH - 024**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>											
1	R100203	Cellular Telephone			A00000074BA246	X					
2	R100206	Cellular Telephone			A0000007348AF9				X		CHP 266 issued and attached to the report
3	R42486	Mobile Radio			9541195	X					
4	R44237	Mobile Radio				X					
5	R59085	Scanner	UnknPer03	was-018	55009067		X				Item missing since 2003
6	R67959	Hand-Held Radio			355AXA0134	X					
7	R69585	Hand-Held Radio								X	Used by 027- CHP 266 required
8	R71162	Battery Charger - Radio				X					
9	R71531	Battery Charger - Radio				X					
10	R75150	Hand-Held Radio			355AXE0878X	X					
11	R79926	Scanner			95000952	X					
12	R86129	Control Head - Mobile				X					
13	R86503	Control Head - Mobile				X					
14	R90437	Hand-Held Radio	16128		355CEC0857	X					
15	R90461	Hand-Held Radio	14892		355CEC0860	X					
16	R90684	Control Head - Mobile				X				X	Add license plate
17	R90891	Control Head - Mobile				X					
18	R99877	Cellular Telephone			A00000074A0247	X				X	Add serial number
19	R99879	Cellular Telephone			A00000074A0B76	X				X	Add serial number
20	R99880	Cellular Telephone			A00000074A0194	X				X	Add serial number
21	R99916	Cellular Telephone			A000000733EB2E	X				X	Add serial number; Used by 027- CHP 266 req'd.
22	R99917	Cellular Telephone			A000000733E608	X				X	Add serial number; Used by 027- CHP 266 req'd.

**LEGEND**

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**CALIFORNIA HIGHWAY PATROL  
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
DIGNITARY PROTECTION SOUTH - 024**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
23	R99918	Cellular Telephone			A000000733E5EA	X				X	Add serial number
<b>EQUIPMENT TO INVENTORY LIST</b>											
1	R71813	Battery Charger - Radio				X					

**LEGEND**

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# ATTACHMENT D

**CALIFORNIA HIGHWAY PATROL  
2009 FLEET INSPECTION  
DIGNITARY PROTECTION SOUTH - 024**

ATTACHMENT D

	EQUIPMENT ID	LICENSE NUMBER	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	[REDACTED]				X					
2	[REDACTED]				X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT E

Department of California Highway Patrol  
Complete Area Inventory  
024 - Dignitary Protection Section - South

Attachment E

August 18, 2009

Officer Issued Weapons

[REDACTED]

Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer: [REDACTED]

[REDACTED]

Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

Department of California Highway Patrol  
Complete Area Inventory  
024 - Dignitary Protection Section - South

Attachment E

August 18, 2009

Ser#

Control#

Comments

Ser#

Control#

Comments

Ser#

Control#

Comments

Ser#

Control#

Comments

Ser#

Control#

Comments

Department of California Highway Patrol  
**Complete Area Inventory**  
**024 - Dignitary Protection Section - South**

Attachment E

August 18, 2009

[REDACTED]

Issued to Area/Division:

[REDACTED]

[REDACTED]

Area Issued Weapons Total:

[REDACTED]

Area Grand Total:

[REDACTED]



STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
CREDIT MEMO - EQUIPMENT  
CHP 266 (Rev. 10-07) OPI 076

☒ Return ☐ Repair ☐ Transfer  
☐ Loan, return by

FROM (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Governor Protection Detail - South	027	Officer Paul Reyes 13207	07/27/2009
TO (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Telecommunications Warehouse	047T	1 box	
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify)			

EQUIPMENT  
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC

CHP NUMBER (Incl. X, AF, SF, R #'s)	SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF DEFECTIVE	HQ USE ONLY STOCK SURVEY
R99838	A00000074A0BAC	EA	LG8350 CELL PHONE - FLIP	✓	
R99845	A00000074A0C93	EA	LG8350 CELL PHONE - FLIP	✓	
R99847	A00000074A0258	EA	LG8350 CELL PHONE - FLIP	✓	
R99856	A00000074A0BCC	EA	LG8350 CELL PHONE - FLIP	✓	
R99925	A000000733EFE8	EA	LG8350 CELL PHONE - FLIP	✓	
R100078	A000000733EA89	EA	LG8350 CELL PHONE - FLIP	✓	
R100081	A000000733F04D	EA	LG8350 CELL PHONE - FLIP	✓	
024 → R100206	A0000007348AF9	EA	LG8350 CELL PHONE - FLIP	✓	
R68059	355AXA0282 X	EA	Motorola MT2000 Hand Held radio	✓	
R68154	355AXA0181 X	EA	Motorola MT2000 Hand Held radio	✓	
R69652	355AXE0555 X	EA	Motorola MT2000 Hand Held radio	✓	
R69698	355AXE0663 X	EA	Motorola MT2000 Hand Held radio	✓	
R75064	355AXE0992 X	EA	Motorola MT2000 Hand Held radio	✓	
R78051	355AYU3864 Z	EA	Motorola MT2000 Hand Held radio	✓	
R69639	355AXE0536 X	EA	Motorola MT2000 Hand Held radio	✓	
R69838	355AXE1091 X	EA	Motorola MT2000 Hand Held radio	✓	

RECEIVED BY (SIGNATURE)	PRINTED NAME	DATE	AUTHORIZED BY
<i>Victor Jorin</i>	VICTOR JORIN	8-17-09	

Destroy Previous Editions